COMPENSATION AND BENEFITS: SALARIES, WAGES, AND STIPENDS

earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.

Compensatory time shall be used within the duty year in which it is earned. The District shall pay an employee overtime for all unused compensatory time remaining at the end of the fiscal year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.



SUPPLEMENTAL DUTIES

DATE ISSUED: 07/22/2004 UPDATE 73 DEA (LOCAL)-A

ADOPTED: 0CT 1 1 2004 2 of 2

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into an account at a bank of their choice, that accepts direct deposit The employee must notify the payroll office by the 1st of the month, and submit the necessary form to activate direct deposit With automatic deposit, an employee's pay is immediately available on the pay date. Contact the payroll office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees Medicare tax deductions also are required for all employees hired after March 31, 1986 Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted

Other payroll deductions employees may elect to include deductions for the employee's share of premiums for health, life, and annuities Employees also may request payroll deduction for payment of membership dues to professional organizations and the local BHS Scholarship for Tomorrow Fund. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation *Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of compensatory time.
- · Comp time must be used in the duty year that it is earned
- Use of comp time may be at the employee's request with supervisor approval as workload permits
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation)
- Weekly time cards will be maintained on all nonexempt employees for the purpose
 of wage and salary administration